



Lower School (K-5) Assistant Teacher (AT)
Job Description

DEPARTMENT: LOWER SCHOOL FACULTY
REPORTS TO: HEAD OF LOWER SCHOOL
STATUS: FULL-TIME, NON-EXEMPT (10 months)

Black Pine Circle School is a K–8 independent school in Berkeley, California. For almost 50 years, we have inspired lifelong learners through an inquiry-based Socratic education that places equal emphasis on academics and the arts. Our Lower School (grades K–5) supports approximately 125 students, and our Upper School (grades 6–8) supports approximately 200 students.

Mission Statement

BPC’s mission is to create a learning community that encourages humanity, empathy, moral depth, cultural understanding, and freedom in intellectual pursuits. Socially, it is our goal to instill mutual respect, compassion, and a sense of belonging among all of our students.

Position Summary:

Assistant teachers report to the assistant teacher coordinator and K–5 division head and will work in close collaboration with their head teacher. This is a full-time teaching position (approximately 40 hours/week) for approximately 44 weeks of the school year. The assistant teacher is responsible for providing support to the head teacher in assisting students both academically and socially. This employee will need to be prepared to teach both on campus and remotely, depending on county and state directives.

The school recognizes that the scope of an assistant’s work will depend in part on that assistant’s particular schedule and grade level, as well as specific teacher training program expectations which vary depending on the program. BPC is committed to supporting assistant teachers who are considering or who are already enrolled in credential programs. Our assistant teacher program typically supports assistants for two–four years as they complete their credential program and/or gain the necessary skills to move into head teaching roles.

Primary Responsibilities:

- Support the head teacher in creating a positive learning environment
- Assist in the preparation of classroom materials, assessment materials, report card, and conference materials
- Take daily/weekly notes of student behaviors
- Support specialist teacher classes with behavior and classroom management
- Share in the planning of weekly curriculum
- Assist in maintaining a clean, well-organized learning environment
- Maintain ongoing communication with the head teacher on classroom issues and individual students
- Provide weekly remediation/homework support to students 1x a week
- Model patience, flexibility, kindness, responsibility, a sense of humor, and respect for others

School-wide Duties

- Participation on committees as needed and appropriate
- Attend all required school events
- Ancillary duties include responsibilities that are part of elementary school life, e.g., team and staff meetings, attendance at school functions, and recess duties weekly

We have created the following system to help define goals within the two to four year experience of the program.

Stage One: Assistant candidate has had limited time and modest background in teaching and learning (possibly year one or two in a teacher credential program). Some experience working with children in a variety of settings. May be considering a program but not yet enrolled in classes.

Stage One Expectations:

- Able to share ideas and contribute to planning units
- Able to lead morning meetings, read-alouds, and other lessons over time in a particular subject area (based on head teacher discretion)
- Able to take over as head teacher when/if head teacher is out on leave
- Able to provide small-group instruction with guidance
- Able to support curriculum units with grading, photocopies, prepping materials, etc.
- Able to support students in specific specialist classes (especially physical education and music)
- Able to take helpful observation notes on students that may be used for assessment
- Able to write conference notes and support progress report process by providing observations and peer edits for head teacher
- Observe head teacher assessing students, but does not administer any assessments until the second half of the year, with training
- Participate actively in all forms of communication about teaching and learning
- Take the head teacher role in a certain area of curriculum or interest (with targeted feedback from the head teacher)
- Write one area of student progress reports per head teacher discretion and also provide observations and peer edits for head teacher
- Take over primary head teacher responsibilities during January & May assessment week
- Take over one part of the curriculum in addition to SEL (math or an aspect of writing)
- Prepare and present one area of academics to parents during second semester parent conferences
- Contribute to the classroom newsletter each week
- Update Google Classroom or Seesaw with student work/assignments, etc.
- Take photos of students in learning and upload them
- Other duties as assigned

Stage Two: Assistant candidate may be in their second year, or recently finished, in a credential program with a few years of classroom experience; may hold a master's degree with limited student teaching experience; or may have two or more years of experience as an assistant teacher.

Stage Two Expectations:

- All items above from Stage One, and...
 - Begin draft of classroom newsletter weekly and take over the writing of two subject areas with photos
 - Coordinate and is responsible for upkeep of Google Classroom and Seesaw with student work/assignments, etc.
- Other duties as assigned.

Required Qualifications and Skills:

- Bachelor of arts or science degree and/or professional coursework or certification
- Appreciation for and desire to work with four to eleven-year-olds
- Demonstrated desire to learn best practices in early childhood/elementary education and interested in growth and feedback
- Knowledge of the essential role social emotional literacy plays in the workplace and interest in application of SEL within the educational setting
- Recognition of the importance of creating an inclusive classroom community that allows for a multitude of perspectives to be heard and respected, potentially including knowledge of identity- safe and anti-bias educational practices
- Ability to take initiative, work passionately and joyfully, and collaborate effectively with diverse constituencies
- Willingness to be a team player, show initiative, and take on leadership roles as needed
- A passionate commitment to creating an innovative, joyful environment for students

In addition to required qualifications, desirable additional skills include:

- Effective communication skills, both written and verbal
- Flexibility
- Able to collaborate and build relationships with faculty, administrators, parents, and students
- Organizational skills and the ability to multitask
- Willingness to engage in learning how best to use current technology tools to support teaching and learning
- Nuanced understanding of DEI/social justice knowledge from a personal or programmatic perspective

Compensation:

The anticipated base compensation the school reasonably expects to pay candidates for the position of Assistant Teacher is \$28.00 to \$32.00 an hour (approximately \$49,280 to \$56,320 annually), depending on factors such as experience and education.

BPC's board and administration are dedicated to offering competitive salaries and benefits, including medical benefits, retirement plan employer contributions, potential stipends, and professional development opportunities.

Working Environment:

Sitting or standing for prolonged periods of time. Light to moderate lifting (up to 30 pounds). Reaching, stooping, pulling, pushing, bending, walking, writing, and keyboarding.

To Apply:

Interested candidates may apply by submitting an application, resume, and cover letter here:

<https://form.jotform.com/230116875687162>

Black Pine Circle School is an Equal Opportunity Employer and is committed to a policy of equal employment opportunity for all applicants, employees, and volunteers, and the School makes decisions based on the merits of each candidate. We have an ongoing commitment to the creation of a workplace free of discrimination and harassment, and prohibit discrimination based on an individual's culture, race, ethnicity, sex, religious beliefs, ancestry, sexual orientation, gender identity, reproductive health decisions, national origin, age, physical or mental disability, pregnancy, military and veteran status, citizenship status, marital status, genetic information, height, weight, or any other status protected by federal, state, or local law. Black Pine Circle will afford equal employment opportunities to all qualified applicants, employees, and volunteers as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.